

apio
LRIB
RAL
RCAP
SUPERVISOR
NFMB
OEP

07-RIN-00495-01

FREEDOM OF INFORMATION ACT (FOIA) GUIDE AND PROGRAM CHECKLIST

A FOIA request is a written request for records held or believed to be held by EPA. The request need not specifically refer to the FOIA. The Act requires that agencies provide records unless they are exempt from disclosure.

FOIA OFFICE (OEP)

FOIA requests are date-stamped and logged into the FOIMATS database by the FOIA Coordinator, OEP. The FOIMATS database assigns a control number (Request Identification Number (RIN)) and generates a control slip. Copies of the request are hand-carried to appropriate programs/offices. Upon receipt of records and backup material from the programs/offices, the FOIA Coordinator prepares an appropriate response letter for signature by the FOIA Officer. FOIA Officer signs all responses except denials.

PROGRAM RESPONSIBILITY

Understand what the writer is asking for. If not, call the requestor for clarification. Scope of the request can often be narrowed.) If fees for processing request exceed \$25.00 and requestor has not indicated in letter willingness to pay up to a specified amount, call requestor advising of estimated fees for processing request and obtain agreement to reimburse the Agency.

Document all actions for processing request. Complete the Program Checklist (below) before submittal to the FOIA Coordinator. Assure that ALL portions of request which your program/office is responsible for have been responded to. When the records responsive to the request are prepared and Program Checklist completed, send to FOIA Coordinator with any details that should be known for preparation of response letter. **INCLUDE THE CONTROL SLIP** when submitting to the FOIA Coordinator, OEP. The FOIA control number (RIN) is the only means of identification and tracking.

Effective October 1, 1998, it is the program's/office's responsibility to provide information for compilation of administrative costs with each FOIA request. This information is entered into the FOIMATS database by the FOIA Coordinator, OEP. The information will be retrieved by headquarters annually and included in the Annual Report to Congress.

PROGRAM CHECKLIST FOR TRANSMITTAL OF RECORDS/INFORMATION TO OEP FOR RESPONSE LETTER/MAILING/OFFICIAL FOIA FILE RETENTION

	Yes	Date	No	N/A
Program has responsive records.....	<input checked="" type="checkbox"/>	5/23	<input type="checkbox"/>	<input type="checkbox"/>
Index of records released and/or denied.....	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Counsel consulted re releasability of records.....	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Exemption cited for records denied 5 U.S.C. 552(b).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Copy(ies) of record(s) initially denied in program's files OR submitted to FOIA Coordinator (in FOIA files in case of appeal by requestor.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



R00181986

RCRA RECORDS CENTER

	Yes	Date	No	N/A
Business confidentiality determination applicable.....	___	___	___	<u>✓</u>
Program notified third party by letter from Division Director of opportunity to substantiate business confidentiality claim.....	___	___	___	<u>✓</u>
Extension of "due date" requested citing 40 CFR 2.112(e).....	___	___	___	<u>✓</u>

- ___(1) The need to search for and collect the requested records from offices that are physically distant from this office
- ___(2) The need to search for, collect, and appropriately examine a voluminous amount of separate and distant records involved in your request
- ___(3) The need for consultation, which shall be conducted with all practicable speed, with another agency or EPA office having a substantial subject-matter interest in your request

Requestor advised of charges and agreed to payment..... ✓

Cost of processing request: Record Search 5 hr(s) @ \$10 per ½ hr.; Record Review 25 hr(s) @ 10.00 per ½ hr.; copying 5 Pages @ \$.15 per page; actual cost to EPA (computer time, diskettes, maps, photos, etc.) _____.

Date of transmittal of records/information to OEP 5/23

Person(s) responsible for gathering records/information (contact for response letter):

A. Hugen ARID/RESP (913) 551-7877

Division Director (or designee) concurrence/signature A. Hugen

****EFFECTIVE 10/1/98 ADMINISTRATIVE COSTS TO BE ENTERED INTO FOIMATS BY FOIA COORDINATOR, OEP, FOR INCLUSION IN ANNUAL REPORT TO CONGRESS****

IN COMPLIANCE WITH E-FOIA, ALL PERSONS WHO WORK IN ANY CAPACITY ON A REQUEST WITHIN EPA ARE REQUIRED TO PROVIDE THE TIME SPENT AND HOURLY RATE (PER HOUR SALARY) FOR ADMINISTRATIVE COSTS.

TOTAL HOURS: 25 HOURLY RATE: 14.83 TOTAL COST: 3.71

TOTAL HOURS: 5 HOURLY RATE: 29.30 TOTAL COST: 14.65

TOTAL HOURS: _____ HOURLY RATE: _____ TOTAL COST: _____

TOTAL HOURS: _____ HOURLY RATE: _____ TOTAL COST: _____

TOTAL HOURS: _____ HOURLY RATE: _____ TOTAL COST: _____

TOTAL HOURS: _____ HOURLY RATE: _____ TOTAL COST: _____

Freedom of Information Act Request

07-RIN-00495-01

Requestor: KERRI MILLER Request Date: 05/14/2001
Company: ENVIRONMENTAL OPERATIONS, INC. Date Received: 05/15/2001
Fee Category: COMMERCIAL Acknowledged: 05/15/2001

Subject: AMEREN RAY AVENUE SITE, 4050 BINGHAM AVENUE,
ST. LOUIS, MO 63116 (PROJECT #E274)

Lead Office: 07-OEP

Assigned to: 07-APCO, 07-CRIB, 07-ER&R, 07-NFMB, 07-OEP, 07-RALI,
07-RCAP, 07-SUPR

Original Due Date: 06/13/2001 New Due Date:

Track: BASIC Fee Waiver Requested: NO

FIS Initials: EN

SPECIAL INSTRUCTIONS:
PROGRAMS PROVIDE INPUT, OEP
SIGNATURE

FOIAS ARE HAND-CARRIED TO
DIVISION/BRANCH/OFFICE ON DATE
RECEIVED. FOIAS ARE DUE TO
REQUESTOR 20 WORKING DAYS FROM
DATE RECEIVED.

16 MAY 2001
Tri-Cor Inc
SBritt

REC'D BY: _____

DATE _____



**Environmental
Operations, Inc.**

May 14, 2001

Project #E274

07-RIN-00495-01

Mr. Patrick Bustos
Public Affairs Officer
United States Environmental Protection Agency
Region VII
901 North 5th Street
Kansas City, Kansas 66101
Fax: (913) 551-7066

Mr. Bustos:

Environmental Operations, Inc. is conducting Phase I Environmental Assessment on property located in Missouri. Under the Freedom of Information Act, we request any information, complaints, or environmental concerns (e.g., asbestos containing materials, polychlorinated biphenyls, hazardous materials or wastes use or release, petroleum product materials or wastes use or release, solid wastes disposal, underground storage tanks, leaking underground storage tanks, air emissions, water emissions, industrial activities, etc.) your agency may have regarding this site and surrounding properties.

PLEASE INCLUDE OUR PROJECT NUMBERS WITH YOUR RESPONSE.

Ameren Ray Avenue Site
4050 Bingham Avenue
City of St. Louis, Missouri 63116
Project #E274

MOD 981126428

Thank you for your assistance. If you need additional information or have questions, please contact me by phone at (314) 241-0900 or by fax at (314) 436-2900.

Respectfully,

Kerri Miller

Kerri Miller
Environmental Specialist

RECEIVED

MAY 15 2001

EPA-RGAD-OEP-FOIA
REGION VII

Environmental Consulting & Remediation

757 South Second Street • Saint Louis, Missouri 63102-1617 • 314-241-0900 • 314-436-2900 Fax